

## Facilities Maintenance Director

**Date:** August 26, 2015

**General:** The Facilities Maintenance Director is responsible for keeping the various buildings and other facilities under the control of the Lamoine Municipal Government in good working and safe condition, performing routine maintenance as identified in the building schedule below, and suggesting non-routine maintenance matters to the Board of Selectmen through the Administrative Assistant.

**Supervision:** The Facilities Maintenance Director is appointed indefinitely by the Board of Selectmen, and may hold other positions within the town government. This position is immediately supervised by the Administrative Assistant to the Board of Selectmen, and will work cooperatively with all other appointed and elected officials as needed.

**Employment Status:** The Facilities Maintenance Director is a non-contracted, hourly compensated employee. Compensation shall be determined by the Board of Selectmen, and included in the regular bi-weekly payroll with other compensated employees.

**Duties:** The Facilities Maintenance Director shall perform the duties as outlined in the table below:

Facility	Activity	Frequency	Other
Town Hall	Janitorial	Weekly	Including, but not limited to clean floors, vacuum carpets, dusting, watering plants, washing windows, cleaning restroom, transport trash & recycling to transfer station as needed.
Town Hall	Grounds Maintenance	As needed	Weeding gardens, shoveling steps, ramp, sign, path to propane tank after snowfall, keeping Veterans memorial clean, policing parking lot for litter etc.
Town Hall	Repairs	As needed	Make any routine repairs to town hall building and fixtures, repairs and improvements as directed. Larger projects, prepare written recommendation to Adm. Asst. for approval.
Transfer Station	Repairs	As needed	Coordinate with transfer station manager on any maintenance needs and repairs beyond routine cleaning
Salt/Sand Shed	Repairs	As needed	Coordinate with snow plowing contractor for any maintenance and repairs required
Lamoine Beach & Bloomfield Park	Outhouse Maintenance, Dog Waste facility	Weekly May, June, Sept, Oct to Columbus Day (2x per week July/Aug)	Clean outhouse seat, pedestal, make sure enough hand sanitizer and toilet paper, sweep, clean as needed. Make sure enough bags in dog waste bag

			dispenser. General litter cleanup at parks (trash pickup by others)
Storage (Anderson) Garage	Repairs, General Maintenance	As needed	Keep garage in general good order, sweep out as needed, make general repairs as may be required
Fire Station	Repairs	As needed	Consult with fire chief on any repairs or maintenance beyond scope of LVFD crew to perform.
Other (All Facilities)	Inspection	Every 6 months	Inspect all facilities for conformance with Maine BLS standards, good general repair and operation, produce written report for Adm. Asst. and make suggestions for repair projects.